

**TITLE OF PAPER CENTERED, ALL CAPITALS, USE 14 POINT  
BOLD TIMES ROMAN FONT, TOP LINE 1 INCH BELOW UPPER  
MARGIN<sup>1</sup>**

Larry Curley Moe<sup>2</sup>

**Abstract.** The abstract as well as the body of the manuscript will be in 12 point Times Roman, single column and the abstract should be single spaced with 1.5-inch left and right and 1-inch top and bottom margins. **Your manuscript should be submitted electronically (preferred) by email or on a CD.** The **filename** should be **Your Last Name-State or Province or country if not from the US or Canada.** All manuscripts **must be** submitted using **either MSWord (preferred) or WordPerfect. Papers using any other word processing software will not be accepted. Publication will be on CD.** Hard copies of the Proceedings will not be available. Submission of a hard copy of the draft or final manuscript **is not necessary.** Acknowledgement of the electronic copies will be made; if not received in two or three days, contact us again. The final copy of the manuscript must **be submitted electronically. It is essential that the instructions be followed explicitly.** These pages of instructions are displayed in the format you are requested to follow. The abstract should be limited to one page. **The abstract with the footnotes must fit on one page except for extended abstracts (when a full paper is not submitted).**

Additional Key Words: proceedings, instructions. (Note: key words **are in addition** to those appearing in the title.)

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<sup>1</sup>Paper was presented at the 2006 National Association of Abandoned Mine Land Programs 28<sup>th</sup> Annual Conference, September 25-27, 2006, Billings MT.

<sup>2</sup>Identification of author should include **full name, position title, name of employing agency, city, state (abbreviated), and zip code and country if not the U.S.** For example: <sup>2</sup>John J. Doe is Abandoned Mines Specialist, Wyoming Department of Environmental Quality, Big Horn, WY 12345. List all authors with the same footnote with the first author. Shortened addresses may be used when the additional authors are at the same location.

## **Introduction**

Several features of the requested format are of utmost importance in the preparation of your manuscript to assure quality and professional appearance. The sections that follow were prepared to show examples that may be used as a guide as you prepare your draft and final copy of your manuscript. You should test print the manuscript prior to your sending it electronically. Use the email address of [major@montana.edu](mailto:major@montana.edu) for these electronic submissions, or [jkoerth@mt.gov](mailto:jkoerth@mt.gov) if the email bounces back when the [dmajor](#) mailbox is full. There is not a size restriction for papers, but it is anticipated the average total size is less than 2.5 megabytes.

## **Manuscript Preparation**

### **Preparing the Paper**

The body of the manuscript should also be **12 point**, Times Roman, single column using a single space format including a single space between paragraphs and major headings as was used above. Indent paragraphs **one tab**. **Hard copies for review purposes are not needed, as all submittals will be done electronically.**

Figures and photos may be in **color**, but **avoid colors in the text portion of the manuscript**. The figures and/or photos **should be** electronically imbedded in the manuscript as **“jpg”** pictures. Use only contrasting colors such as blue, magenta, green, red, or purple. Do not use yellow or lighter shades of the colors mentioned in your figures. Equations may be included as “pictures” or entered as **numbered lines or pragraphs** of the manuscript. Again, “test print” a copy to make sure the figures and equations remain in the text where you want them.

## **Format for Headings**

Major headings, subheadings, and sub-subheadings are placed on the page as described here. The instructions for preparing manuscripts have been prepared according to this format. Major headings are to be in upper and lower case letters, **bold font** and underlined, and centered as done for this example manuscript. Subheadings and Sub-subheadings should not be in a bold font as given below.

### **Subheadings**

Subheadings are to be placed flush left and underlined, using upper and lower case letters. The text should follow on the next line, without extra space but with the .25-inch indentation.

Sub-subheadings. These headings are flush left, underlined, followed by a period, and on the same line as the following paragraph.

## **Page Design**

Authors should design pages so tables and figures appear in the paper **as soon as possible** after they are first mentioned, **preferably** at the bottom of the same page or at the top of the next page. Figures or photos may be given either as **a single column or appearing side-by-side on the page**. In this case, they should be the same height. If they are placed side-by-side, it may be easier to accomplish this by using the double-column format for this portion of the manuscript. A table may appear in **either portrait or landscape format in order to allow it to fit on a single page**. If the table has only a few columns or the figure is narrow, the tables or figures should be centered on the page. All margins of tables and figures **must be at least 1-inch**. If a table is placed in the landscape mode, place it so the title is on the top just like a table in portrait format consider dividing the table into multiple pages or tables.

## **Figures and Captions**

Photos and line drawings should be called “figures” in the text and must be cited in the text by number (e.g., Fig. 1 and Fig. 2). Figures should be numbered with Arabic numerals, with captions typed below each figure so that it may stand alone in the text. Figure captions should be formatted flush left with the edge of the figure and if the caption is longer than a single line, it should be single spaced. When necessary to have a figure in the landscape format as opposed to portrait, these drawings must fit on a single page, centered, with the caption on the bottom of the figure. **Original art or drawings must be submitted as “jpg” files**, incorporated in the text with lettering which must be large enough to read (minimum 10 point).



Figure 1. Steep slope reclamation in Montana Montana.



Figure 2. Strip mining operation in Montana.

## **Tables**

Each table must be cited in the text by successive number (e.g., Table 1). Tables and text should not carry repetitive information. Tables should be numbered with Arabic numerals with the title formatted flush left with the column margin or the table edge if it is centered. The second and subsequent lines of the title should be indented 0.5 inch or the same amount as the beginning of the title of the table. Footnotes to tables should be designated symbols or numbers placed immediately below the table.

## **Literature Citations**

Literature cited should be mentioned in the text as Francis (1978) or (Francis, 1978). Two author citations should be cited as HacsKaylo and Gerdemann (1971), or HacsKaylo and Gerdemann, 1971) and for more than two authors use Vance et al., (1992) or (Vance et al.,1992). All references should be listed at the end of the paper in alphabetical order with the second and subsequent lines of each citation indented 0.25 inch. Make sure to check your text against your Literature Cited section to ensure that all references are cited properly and that all citations actually appear in the text, tables, or figures.

## **Manuscript Submission**

**The manuscript must be submitted electronically as an attached file by e-mail as either an MSWord (preferred) or WordPerfect file.** Again, it is **not** necessary to send a hard copy of the manuscript. However, be sure **YOU** have printed a copy prior to sending your paper so that it appeared as **YOU** wanted it. We will send an **e-mail** acknowledging that we have received each submittal in two or three days after you sent it. If you are submitting two papers, **please send in separate emails.** Prior to sending you this email message of acknowledgement, we will have opened the paper, copied it to our hard drive, and glanced at it on the computer screen. In our email to you, we will state that the manuscript was received and appeared to have been transmitted properly. **If you do not receive this confirmation contact me again by email.**

## **Acknowledgements**

All acknowledgements, including those regarding funding sources, must be included at the end of the paper, not in the footnotes section, immediately before the Literature Cited section.

## **Literature Cited**

Warner, J. E. 1999. Helena's Lime Kilns, Monuments to Montana's Unsung Industrial Past. p. 91-103. *In*: Integrated inventories of renewable resources: Montana History Conference Proceedings 25, Oral Inventories M-27-6.